



FINANCE COMMITTEE MINUTES

Tuesday, June 12 2018

5:30 PM

Hillsboro Civic Center Room C207

Public Meeting

150 E. Main Street

CALL TO ORDER

Present: Councilors Darell Lumaco, Kyle Allen, and Fred Nachtigal

Staff Present: Michael Brown, Toni Plunkett, Nico Geerling, Dan Dias, Rob Dixon, Chris Hartye, Jon Grover, Michelle Wareing, Suzanne Linneen, Scott Dreher, Greg Mont, Teresa Galvan, Charlie Shell, and Aubrey Minear

Consider Minutes: May 8, 2018

Motion was made by Allen, seconded by Nachtigal, to approve the May 8, 2018 minutes. The motion passed with Lumaco, Allen and Nachtigal voting in favor.

1. ITEMS FOR RECOMMENDATION TO CITY COUNCIL:

Item 1A was postponed for discussion until all other items listed on the agenda were considered as a courtesy to staff.

- A. Consider forwarding a recommendation to City Council to approve the following.
Staff Report – Suzanne Linneen
 - a. Approve an ordinance adopting a supplemental budget for Fiscal Year 2017-18, and declaring an emergency; and
 - b. Adopt a resolution authorizing transfers of appropriations within funds and resources between funds for Fiscal Year 2017-18; and
 - c. Authorize 2017-18 cash carryovers to Fiscal Year 2018-19 for unexpended projects and revisions to the Fiscal Year 2018-19 budget as approved.

In response to Darell Lumaco, Suzanne Linneen said that the City is paid back when Hillsboro Fire Fighters assist other jurisdictions during peak fire seasons. She said she is unsure if every expenditure is paid back in full, but they do take all the expenditures into consideration.

There was general discussion regarding the number of transfers and cash carryovers that can be expected each year.

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to approve an ordinance adopting a supplemental budget, adopt a resolution authorizing transfers of appropriations, and authorize the 2017-18 cash carryovers. The motion passed unanimously with Lumaco, Allen and Nachtigal voting in favor.

- B. Consider forwarding a recommendation to City Council to approve a partnership agreement with the Hillsboro Rotary Club for the annual 4th of July Parade. *Staff Report – Michael Brown*

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to approve a partnership agreement with the Hillsboro Rotary Club for the annual 4th of July Parade. The motion passed unanimously with Lumaco, Allen and Nachtigal voting in favor.

- C. Consider forwarding a recommendation to City Council to award a Public Improvement Contract with Long Painting Company for the painting and rehabilitation of the Hillsboro Stadium. *Staff Report – Toni Plunkett*

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to award a Public Improvement Contract with Long Painting Company for the painting and rehabilitation of the Hillsboro Stadium. The motion passed unanimously with Lumaco, Allen and Nachtigal voting in favor.

- D. Consider forwarding a recommendation to City Council to approve a memorandum of agreement with the Community Housing Fund and the disbursement of \$80,000 included in the Fiscal Year 2017-18 adopted budget. *Staff Report – Chris Hartye*

In response to Councilor Allen's questions, Chris Hartye said the City has not been asked for more than \$80,000. He also said if projects similar to the Willow Creek Crossing project needed gap financing, the City could consider contributing.

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to approve a memorandum of agreement with the Community Housing Fund and the disbursement of \$80,000 included in the Fiscal Year 2017-18 adopted budget. The motion passed unanimously with Lumaco, Allen and Nachtigal voting in favor.

- E. Consider forwarding a recommendation to City Council to award the construction contract for the NE Lenox and Lorie Culvert Replacement to Pacific Excavation, Inc. in the amount of \$425,000. *Staff Report – Scott Dreher*

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to award the construction contract for the NE Lenox and Lorie Culvert Replacement to Pacific Excavation, Inc. in the amount of \$425,000. The motion passed unanimously with Lumaco, Allen and Nachtigal voting in favor.

- F. Consider forwarding a recommendation to City Council to approve the current staffing plan for the City of Hillsboro's Fiber network including an estimated thirty positions over the next ten plus years, with up to six estimated to be added in Fiscal Year 2018-19. *Staff Report – Greg Mont*

Michael Brown and Suzanne Linneen clarified that the requested motion is for authorization and not funding. As the fiber network is built out, the positions will be funded in future pay plans. In response to Councilor Allen's question, Greg Mont confirmed that 30 positions were selected based off other cities, of similar size, experience and a take rate of 38 percent.

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to approve the current staffing plan for the City of Hillsboro's Fiber network including an estimated thirty positions over the next ten plus years, with up to six estimated to be added in Fiscal Year 2018-19. The motion passed unanimously with Lumaco, Allen and Nachtigal voting in favor.

- G. Consider forwarding a recommendation to City Council to adopt a resolution approving the current Clean Water Services Rates and Charges schedule, and recognize Clean Water Services Resolution and Order No. 18-12 pursuant to the intergovernmental agreement with Clean Water Services. *Staff Report – Teresa Galvan*

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to adopt a resolution approving the current Clean Water Services Rates and Charges schedule, and recognize Clean Water Services Resolution and Order No. 18-12 pursuant to the intergovernmental agreement with Clean Water Services. The motion passed unanimously with Lumaco, Allen and Nachtigal voting in favor.

- H. Consider forwarding a recommendation to City Council to approve a contract amendment with Centro Cultural authorizing the funding for Fiscal Year 2018-19 in the amount of \$397,243 as originally planned. \$80,125 of the total amount of the contract was carried forward from Fiscal Year 2017-18 budget for infrastructure associated expenses such as rent and information technology. *Staff Report – Dan Dias*

In response to Councilor Allen, Dan Dias confirmed that the funds not spent in the previous year are still allocated to specific projects that are not yet complete. He gave the computer lab as an example.

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to approve a contract amendment with Centro Cultural authorizing the funding for Fiscal Year 2018-19 in the amount of \$397,243 as originally planned. \$80,125 of the total amount of the contract was carried forward from Fiscal Year 2017-18 budget for infrastructure

associated expenses such as rent and information technology. The motion passed unanimously with Lumaco, Allen and Nachtigal voting in favor.

- I. Consider forwarding a recommendation to City Council to execute a contract with Magellan Advisors to provide design, engineering, and construction management services for the implementation of the City's fiber to the premise network. *Staff Report – Greg Mont*

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to execute a contract with Magellan Advisors to provide design, engineering, and construction management services for the implementation of the City's fiber to the premise network. The motion passed unanimously with Lumaco, Allen and Nachtigal voting in favor.

- J. Consider forwarding a recommendation to City Council to approve the request to apply for Department of Land Conservation and Development technical assistance for a code audit related to housing. *Staff Report – Laura Weigel*

Motion was made by Allen, seconded by Nachtigal, to forward a recommendation to City Council to approve the request to apply for Department of Land Conservation and Development technical assistance for a code audit related to housing. The motion passed unanimously with Lumaco, Allen and Nachtigal voting in favor.

2. ITEMS FOR FINANCE COMMITTEE ACTION:

- A. None.

3. ADVICE/INFORMATION ITEMS:

- A. Monthly Investment Report – March and April 2018. *Staff Report – Suzanne Linneen, Michelle Wareing*

Michelle Wareing said this is the time of year that staff work closely with the investment advisor to ensure cash flow is adequate until October.

Michael Brown said Councilor Allen expressed interest in the City making a contribution to Family Promise. He suggested the Finance Committee discuss the request.

Councilor Allen said Family Promise is a shelter, and shelters tend to fall through the cracks due to grant requirements they cannot meet. He said Family Promise is in need of some repairs, but they are having difficulties securing funding. There was general discussion regarding what would be the best practice in making contributions such as this.

There being no further business, the meeting was adjourned at 6:22 PM.